

Food Unit Leader Checklist

Responsible for determining feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> • Job assignment • Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation • Reporting Location • Reporting Time • Assignment duration • Travel instructions • Any special communications instructions, e.g., travel frequency 		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> • Incident Command Post • Base or Camps • Staging Areas • Helibases • If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor. 		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Obtain a briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> • Work Space • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs 		
6. Determine current status of Food Unit activities.		
7. Confirm dispatch and estimated time of arrival of Food Unit Staff and supplies.		
8. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
9. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Food Unit.		
10. Determine the needs of the Food Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> • Incident activities • Unit briefings • Planning meeting 		

Activities to be completed	Complete	NA
<p>12. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating.</p> <ul style="list-style-type: none"> • Order material, personnel and supplies using established procedures. ICS Form 213 • Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. • Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). • Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
<p>13. Organize work area.</p> <ul style="list-style-type: none"> • Acquire table(s); seating; additional supplies • Acquire communications equipment: radio, telephones, data communications equipment. • Establish filing system; card holders or racks organized by operational period and section. 		
<p>14. Coordinate with functional areas within ICS structure.</p>		
<p>15. Plan and establish food unit for contract catering operation.</p> <ul style="list-style-type: none"> • If not already ordered, order caterer and mobile food service unit (use Resource Order Form to request food service). Place order with Ordering Manager. Order will be based on: estimated size and duration of incident, equipment and operators assigned to the incident, available personnel and locations for food service. • Order kitchen support crew. Arrange wages with finance section, if not done at point of hire. Numbers to be based on size and duration of incident (determine whether 1 or 2 shifts will be needed). 		
<p>16. Establish food service support system.</p> <ul style="list-style-type: none"> • In coordination with Facilities Unit Leader, determine space and facilities needed for kitchen and feeding area set up. • In cooperation with Facilities Unit Leader, determine utilities needed for support of food unit. • Arrange for appropriate ground and air support. • In cooperation with Facilities Unit Leader, develop a schedule for maintaining, refueling, and inspecting all mechanical equipment. • In cooperation with Facilities Unit Leader, develop a schedule for removal of garbage and gray water. 		
<p>17. Establish Food service support system. (Continued)</p> <ul style="list-style-type: none"> • In cooperation with Facilities Unit Leader, develop a program for pest and dust abatement. • Cooperate with Facilities Unit Leader to establish and initiate security for food unit. • Establish and operate supplemental food system consisting of extra snacks, fruit, beverages and condiments. Also, order items to be stored in the supply unit such as MREs, hot food containers, etc. • Establish and manage proper food storage with a dry storage area for paper products. • Arrange for communication needs of food unit. 		

Activities to be completed	Complete	NA
<p>18. Develop written contingency plans to ensure continuing food service under adverse conditions. It must be understood that food service is one of the most important functions on the incident and that situations may occur that could interrupt food service. The unit leader must plan for these situations and continue to provide food.</p> <ul style="list-style-type: none"> • Weather contingency. Plan and set up food service area with the assumption that there will be high winds or rain sometime during the incident. • Supply break down contingency. Have a three-meal supply of food or rations. Have a three-day supply for camps on hand. Coordinate with ground support unit, procurement unit, Ordering Manager, and Logistics Section Chief to track orders. • Plan for breakdowns in air or ground support driving meal delivery. • Plan for breakdowns of refrigeration units: coordinate with Facilities Unit Leader. • Plan for breakdowns in food preparation unit: i.e., stoves won't work. • Health problem contingency. • Plan for health problems by having enough prepackaged food available (one-day supply) in the event that the main unit has to be shut down for health problems. • Water is the most important commodity. Be assured of continuing supply. Drinking water has the highest priority. Keep a supply of water available. • Have a contingency plan for catering contract noncompliance to assure that incident personnel continue being fed in the event of a transitional period between a dismissed caterer and newly ordered caterer. 		
<p>19. Organize and supervise unit.</p> <ul style="list-style-type: none"> • Identify need for subordinates. • Order subordinates as needed. • Brief and keep subordinates informed. • Establish unit timeframes and schedules. • Make assignments. • Spot check work. 		
<p>20. Know your assigned frequency(s) for your area of responsibility and ensure that communications equipment is operating properly.</p> <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
<p>21. Develop and implement accountability, safety and security measures for personnel and resources in the Supply Unit.</p>		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Attend incident briefing as required, and provide input and review of the ESF 8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Food Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Food Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF 8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Food Unit support needs for the next operational period.		

Activities to be completed	Complete	NA
10. Compare estimated future requirements with expected Food Unit capabilities.		
11. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> • Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213 • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. 		
12. Maintain accountability of assigned personnel as to exact location(s), personal safety/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • Recognize, mitigate, and communicate potentially hazardous situations. • Monitor condition of assigned resources. • Account for assigned resources. 		
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
16. Develop schedule/assignments based on IAP or relevant plan.		
17. Confirm estimated time of arrival of staff, equipment, and supplies.		
18. Ensure subordinates understand assignments for operational period.		
19. Ensure established guidelines are followed. <ul style="list-style-type: none"> • Work/rest • Agency safety standards and procedures 		
20. Manage food unit for contract catering operation. <ul style="list-style-type: none"> • Serve as project inspector and work with caterer to ensure catering operation complies with all clauses, specifications, and stipulations contained in National Catering Contract. Report discrepancies with COTR on the incident who has full responsibility for administering the contract. • Arrange for agency property and services as required in contract. • After arrival of caterer, review food unit layout plans with contractor's representative to determine need changes. • Upon arrival of caterer, review suggested menus to determine if changes may be needed for menu content, variety, or serving size. • Monitor food service to determine if changes are needed in: food handling, cooking, food preparation, or storage. • Obtain feedback from incident personnel on adequacy of food service. • Establish quality control standards with periodic inspections for both in camp meals and sack lunches. • Ensure that caterer supplies all equipment and supplies stated in contract. • Ensure contractor meets health and safety requirements for both in camp meals and dated sack lunches as stated in contract. • Conduct periodic inspections. • Coordinate with contractor on meal counts (establish who will do the counting), number of meals ordered, meal scheduling, and handling requirements. Give adequate lead time for spiked out meals. • Coordinate with contractor on previous day's bills, including accountability for mileage and rental units used by agency. Payments for requested supplement foods and meals served. Bill will be signed by Logistics Section Chief or Food Unit Leader. • Determine, from demobilization plan, when to demobilize caterers or feeding areas. • Coordinate with facilities section. Make recommendation to Logistics Section Chief for demobilization of caterer. • Complete evaluation for catering services. 		

Activities to be completed	Complete	NA
21. Ensure all appropriate health and safety measures are met. <ul style="list-style-type: none"> Conduct periodic inspections of food service area and water quality control Have Medical Unit keep you informed of any unusually large number of reported illnesses that could be related to food service 		
22. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> Identify needed/excess personnel and facilities. Receive and transmit needed information. 		
23. Periodically check work progress on assigned tasks of unit, as appropriate.		
24. Prepare and submit reports pertaining to food unit. <ul style="list-style-type: none"> Equipment time, turn in to appropriate unit. Personnel time reports for AD crews; validate, sign, and turn in to finance section. Keep copy of order(s) placed on message/change forms and turn in to Ordering Manager. Keep copies of orders filled and not filled and turn in to Ordering and Receiving Managers. Complete, with contractor, daily meal order/invoice for mobile food service Forms 1276A and 1276B. Have caterer validate and sign – turn in to equipment time. Complete mobile food service unit evaluation form. Food catering service evaluation signed by COTR and caterer – turn in to equipment time. 		
25. Ensure adequate rest is provided to all unit personnel.		
26. Prepare unit narrative and submit to Forward Logistics Branch Director.		
27. Prepare information for briefings and meetings.		
28. Identify excess section resources and supplies. <ul style="list-style-type: none"> Continually monitor unit personnel and other resources to adequately meet incident objectives. Advise Forward Logistics Branch Director of excess personnel, other resources for assignment. 		
29. Ensure Food Unit records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. Complete and submit ICS forms - ACTIVITY LOG (ICS 214) Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224, ICS 225 Individual Performance Evaluation (Z:\ESF 8 Logistics).		
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section hot wash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF 8 Logistics Phones

- 850-617-9040
- 850-617-9041

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8.Fin-Adm@flhealth.gov
- StateESF8.LogStaffing@flhealth.gov
- StateESF8.Planning@flhealth.gov

Logistics

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193